



**TOWN OF DISCOVERY BAY**  
*A COMMUNITY SERVICES DISTRICT*



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
AGENDA PACKET**

For the Regular Meeting of Wednesday

July 6, 2016

7:00 P.M. Regular Meeting

Community Center  
1601 Discovery Bay Boulevard



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## NOTICE OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday July 6, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### **A. ROLL CALL AND PLEDGE OF ALLEGIANCE**

1. Call business meeting to order 7:00 p.m.
2. Pledge of Allegiance
3. Roll Call

#### **B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)**

During Public Comments, the public may address the Board on any issue within the District's jurisdiction which is not on the agenda. The public may comment on any item on the Agenda at the time the item is before the Board for consideration. Any person wishing to speak must come up and speak from the podium. There will be no dialog between the Board and the commenter. Any clarifying questions from the Board must go through the Chair.

#### **C. AREA AGENCIES REPORTS / PRESENTATION**

1. Sheriff's Office Report
2. CHP Report
3. East Contra Costa Fire Protection District Report
4. Supervisor Mary Piepho, District III Report

#### **D. COMMITTEE/LIAISON REPORTS**

1. Trans-Plan Report
2. County Planning Commission Report
3. Code Enforcement Report
4. Special Districts Report\*\*

\*\*These meetings are held Quarterly

#### **E. CONSENT CALENDAR**

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for June 15, 2016
2. Approval of DRAFT minutes of regular meeting for June 15, 2016
3. Approval of DRAFT minutes of special meeting for June 21, 2016
4. Approve Register of District Invoices

**F. BUSINESS AND ACTION ITEMS**

1. Open the Public Hearing on proposed Ordinance No. 2016-27 amending in its entirety Ordinance 25, Drought Regulation, accept any public comments, close the public hearing, waive second reading, consider adopting Ordinance No. 2016-27, and adopt related CEQA findings.
2. Consider approval of the Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2016-2017, accept Engineer's Report, adopt Resolution No. 2016-09, and set Public Hearing for July 20, 2016.
3. Consider approval of the Notice of Completion and release of retention to Koch & Koch, Inc. for Lift Station G.
4. Consider adoption of Resolution No. 2016-13 establishing a Fire Hydrant Policy Fee Structure for the Town of Discovery Bay.
5. Consider approval of a new contract with Du-ALL Safety, LLC in an amount not to exceed \$6,800 to provide safety staff training for the period July 1, 2016, to June 30, 2017.

**G. MANAGER'S REPORT – Discussion and Possible Action**

**H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

**I. PRESENTATIONS**

**J. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

**K. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

1. Received - Special Districts Leadership Foundation's District Transparency Certificate of Excellence.
2. Received - CSDA report regarding Senate Bill 885.

**L. DISTRICT LEGAL COUNSEL REPORT**

**M. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

**N. CORRESPONDENCE – Discussion and Possible Action**

1. Received – Letter from David and Lisa Harrell regarding the fire break located between Newport Drive and Bixler Road.

**O. PUBLIC RECORD REQUESTS RECEIVED**

**P. FUTURE AGENDA ITEMS**

**Q. ADJOURNMENT**

1. Adjourn to the next regular meeting of July 20, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

"This agenda shall be made available upon request in alternative formats to persons with a disability, as required by the American with Disabilities Act of 1990 (42 U.S.C. § 12132) and the Ralph M. Brown Act (California Government Code § 54954.2). Persons requesting a disability related modification or accommodation in order to participate in the meeting should contact the Town of Discovery Bay, at (925)634-1131, during regular business hours, at least twenty-four hours prior to the time of the meeting."

"Materials related to an item on the Agenda submitted to the Town of Discovery Bay after distribution of the agenda packet are available for public inspection in the District Office located at 1800 Willow Lake Road during normal business hours."



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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## There are no written materials for agenda items listed below:

- C. AREA AGENCIES REPORTS / PRESENTATION
- D. COMMITTEE/LIAISON REPORTS
- F. BUSINESS AND ACTION ITEMS
- F-3—Consider approval of the Notice of Completion and release of retention to Koch & Koch, Inc. for Lift Station G. Provided prior to the meeting
- G. MANAGER'S REPORT – Discussion and Possible Action
- H. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)
- I. PRESENTATIONS
- J. PRESIDENT REPORT AND DIRECTORS' COMMENTS
- L. DISTRICT LEGAL COUNSEL REPORT
- M. SUB-COMMITTEE UPDATES – Discussion and Possible Action
- O. PUBLIC RECORD REQUESTS RECEIVED
- P. FUTURE AGENDA ITEMS



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Bob Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF A SPECIAL MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY CSD

Wednesday, June 15, 2016

**SPECIAL MEETING 6:00 P.M.**

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### **SPECIAL MEETING AT 6:00 P.M.**

#### **A. ROLL CALL**

1. Call business meeting to order 6:03 p.m. – by President Pease
2. Roll Call – All present with the exception Vice-President Leete and Director Simon; Director Simon – Arrived at 6:21 p.m.

#### **B. PUBLIC COMMENT**

None

#### **C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

President Pease – The Board is now adjourning into closed session regarding item D-1.

#### **D. CLOSED SESSION:**

1. Conference with Labor Negotiator Pursuant to Government Code Section 54957.6  
Agency Designated Representative: Catherine Kutsuris  
Unrepresented Employee: All TODB Employees

#### **E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Streeter – The Board has reconvened from closed session and there is no reportable action.

#### **F. ADJOURNMENT**

1. The meeting adjourned at 7:30 to the Regular Meeting on June 15, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-20-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



President – Bill Pease • Vice-President – Robert Leete • Director – Kevin Graves • Director – Mark Simon • Director – Chris Steele

## MINUTES OF THE REGULAR MEETING OF THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY

Wednesday June 15, 2016

REGULAR MEETING 7:00 P.M.

Community Center

1601 Discovery Bay Boulevard, Discovery Bay, California

Website address: [www.todb.ca.gov](http://www.todb.ca.gov)

### REGULAR MEETING 7:00 P.M.

#### A. ROLL CALL AND PLEDGE OF ALLEGIANCE

1. Call business meeting to order 7:30 p.m. – By President Pease
2. Pledge of Allegiance – Led by Director Graves
3. Roll Call – All Present with the exception of Vice-President Leete

#### B. PUBLIC COMMENTS (Individual Public Comments will be limited to a 3-minute time limit)

None

#### C. CONSENT CALENDAR

All matters listed under the CONSENT CALENDAR are considered by the District to be routine and will be enacted by one motion.

1. Approval of DRAFT minutes of special meeting for June 1, 2016
2. Approval of DRAFT minutes of regular meeting for June 1, 2016
3. Approve Register of District Invoices

Motion by: Director Simon to approve the Consent Calendar.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

#### D. PRESENTATIONS

1. Senior Community Library Manager Liz Fuller - Contra Costa Library System Update  
Senior Community Library Manager Liz Fuller – Provided an update regarding the Contra Costa Library System, the books come from the Library on Thursdays, and you can request books and music on CD. There are bookmarks that have been handed out the Schools so the kids take advantage of the local Library. There was discussion regarding the automated system for drop off of books.

#### E. MONTHLY WATER AND WASTEWATER REPORT – VEOLIA

1. Veolia Report – Month of May 2016

Project Manager Berney Sadler – Provided the details of the May 2016 Monthly Operations Report. Project Manager Sadler also provided the details regarding the overflow at Lakeshore which was caused by the Lift Station power outage and that the backup battery failed. There was discussion regarding the overflow and the backup system failure. All reports for the failure have been sent to the State.

#### F. BUSINESS AND ACTION ITEMS

1. Consider Resolution No. 2016-08 approving the proposed final Revenue, Operating and Capital Budget for Fiscal Year 2016-17 and Fiscal Year 2017-18 - Open Public Hearing, Accepting any Public Comment, Closing Public Hearing.

President Pease – Opened the Public Hearing and there were no public comments. Public Hearing was closed.

Motion by: Director Graves to adopt the FY 2016-17 Operating, Capital and Revenue Budgets and Adopt Resolution 2016-08.

Second by: Director Simon

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

2. Introduce Ordinance 2016-27 that amends Ordinance 25 (Emergency Drought Regulations), waive reading and set July 6, 2016 for hearing and adoption.

Interim General Manager Kutsuris – Provided the details regarding the water conservation standard that was agreed to at the June 1, 2016 meeting. The Ordinance needs to be amended with the new watering schedule.

Motion by: Director Graves to introduce Ordinance 2016-27 that amends in entirety Ordinance 25 (Emergency Drought Regulations), waive reading and set July 6, 2016 for hearing and adoption.

Second by: Director Simon

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

3. Consider the release of a portion of the remaining retention for Plant No. 2 Secondary Improvements Project.

Interim General Manager Kutsuris – Provided the details regarding the completion of the Plant No. 2 Secondary Improvements Project and the outstanding item, Water and Wastewater Manager Koehne made the recommendation to release a portion of the retention and sufficient funds held in order to ensure the asphalt is correctly repaired this summer.

Motion by: Director Simon to release \$110,000.00 and hold back the remaining \$29,606.15.

Second by: Director Graves

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

4. Consider voting for John Carapiet or Ryan Clausnitzer for seat B of the California Special District Association 2016 Board Elections.

Interim General Manager Kutsuris – Provided the details regarding the California Special District Association for seat B, the resumes are attached for the two candidates. There was discussion between the Board and the Interim General Manager.

Motion by: Director Graves to vote for Ryan Clausnitzer, Alameda County Mosquito Abatement District for seat B of the California Special District Association 2016 Board Elections.

Second by: Director Steele

Vote: Motion Carried – AYES: 4 – President Pease, Director Graves, Director Simon, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete

5. Consider approving a lease effective June 13, 2016 with Delta Seaweed Removal in the amount of \$500.00 per month for the use of a vacant portion of the Plant No. 1 property for water weeds removed from the bays in the community

Interim General Manager Kutsuris – Provided the details regarding the approval of the Delta Seaweed. There was discussion between the Board and the Interim General Manager.

Motion by: Director Steele to authorize the General Manager to sign the attached contract, on behalf of the District, with Matthew and Janet Saale of Delta Seaweed Removal for a vacant portion of Plant 1 No. at the northerly end of the property.

Second by: President Pease

Vote: Motion Carried – AYES: 3 – President Pease, Director Graves, Director Steele, NOES: 0, ABSENT: 1 – Vice-President Leete, ABSTAIN: 1 – Director Simon

**G. INFORMATIONAL ITEMS ONLY (NO ACTION NECESSARY)**

None

**H. PRESIDENT REPORT AND DIRECTORS' COMMENTS**

None

**I. MANAGER'S REPORTS – Discussion and Possible Action**

None

**J. GENERAL MANAGER'S REPORT – Discussion and Possible Action**

None

**K. DISTRICT LEGAL COUNSEL REPORT**

None

**L. SUB-COMMITTEE UPDATES – Discussion and Possible Action**

Director Steele – Parks and Recreation meeting - discussed the pool safety and the aquatics activities.  
President Pease – Parks and Recreation meeting - brought to the attention of the committee regarding the increased attendance of the swim program and the focus for safety; working through the Red Cross Training.

**M. CORRESPONDENCE – Discussion and Possible Action**

1. Received - East Contra Costa Fire Protection District meeting minutes 05-02-2016
2. Received - State Route 4 Bypass Association meeting minutes 05-12-2016
3. Received - Contra Costa County Supervisor Piepho letter regarding Discovery Bay P6 Community Advisory Committee requests 06-02-2016
4. Received - Contra Costa County Notice of Public Hearing for the General Plan & Ordinance Code regarding flooding 06-14-2016

**N. PUBLIC RECORD REQUESTS RECEIVED**

**O. FUTURE AGENDA ITEMS**

None

**P. ADJOURNMENT**

1. The meeting adjourned at 7:52 p.m. to the next Regular meeting of July 6, 2016 starting at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-21-16

<http://www.todb.ca.gov/agendas-minutes>



# TOWN OF DISCOVERY BAY

A COMMUNITY SERVICES DISTRICT



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**MINUTES OF A SPECIAL MEETING  
OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY CSD  
TUESDAY, June 21, 2016  
SPECIAL MEETING 5:00 P.M.  
Community Center  
1601 Discovery Bay Boulevard, Discovery Bay, California  
Website address: [www.todb.ca.gov](http://www.todb.ca.gov)**

**SPECIAL MEETING AT 5:00 P.M.**

**A. ROLL CALL**

1. Call business meeting to order 5:00 p.m. – The meeting was continued to 6:00 p.m.
2. Call business meeting to order 6:00 p.m. – by President Pease
3. Roll Call – All Present with the exception of Vice-President Leete

**B. PUBLIC COMMENT**

None

**C. OPEN SESSION DISCLOSURE OF CLOSED SESSION AGENDA**

(Government Code Section 54957.7)

Legal Counsel Balestracci - The Board is now adjourning into closed session regarding item D-1.

**D. CLOSED SESSION:**

1. Conference with Legal Counsel—Existing Litigation pursuant to Government Code Section 54956.9(a)  
Name of Case and Case Number: Hofmann Land Development v. Town of Discovery Bay Community Service District  
Contra Costa County Sup. Ct. No, C-13-00274

**E. RETURN TO OPEN SESSION; REPORT ON CLOSED SESSION**

(Government Code Section 54957.1)

Legal Counsel Balestracci – The Board has reconvened from closed session and there is no reportable action.

**F. ADJOURNMENT**

1. The meeting adjourned at 6:50 p.m. to the Regular Meeting on July 6, 2016 at 7:00 p.m. at the Community Center located at 1601 Discovery Bay Boulevard.

//cmc – 06-22-16

<http://www.todb.ca.gov/agendas-minutes>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 06, 2016

**Prepared By:** Dina Breitstein, Finance Manager & Lesley Marable, Sr. Accounts Clerk  
**Submitted By:** Catherine Kutsuris, Interim General Manager *C. Kutsuris*

### Agenda Title

Approve Register of District Invoices

### Recommended Action

Staff recommends that the Board approve the listed invoices for payment

### Executive Summary

District invoices are paid on a regular basis, and must obtain Board authorization prior to payment. Staff recommends Board authorization in order that the District can continue to pay warrants in a timely manner.

### Fiscal Impact:

**Amount Requested** \$ 672,418.21

**Sufficient Budgeted Funds Available?:** Yes (If no, see attached fiscal analysis)

**Prog/Fund #** See listing of invoices. **Category:** Operating Expenses and Capital Improvements

### Previous Relevant Board Actions for This Item

### Attachments

Request For Authorization to Pay Invoices for the Town of Discovery Bay CSD 2015/2016

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 8 2015/2016

Request For Authorization to Pay Invoices for the Discovery Bay Lighting & Landscape District # 9 2015/2016

AGENDA ITEM: E-4

**Request For Authorization To Pay Invoices (RFA)  
For The Meeting On July 06, 2016  
Town of Discovery Bay CSD  
For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
<b>Contra Costa County Reimbursement</b>				
Belson Outdoors, Inc.	139658	Drinking Fountains (Z57)	06/06/16	\$12,093.22
Delta Debris Box Service	1197404	20Yd Trash (Z35,Z57,Z61)	05/31/16	\$431.00
Delta Debris Box Service	1197419	40YD Green (Z35,Z57,Z61)	05/31/16	\$809.00
Tee Janitorial & Maintenance	8354	Janitorial Service June 2016 (Z57,S61)	06/20/16	\$80.00
			<b>Contra Costa County</b>	
			<b>Sub-Total</b>	<b>\$13,413.22</b>

**Water**

Aflac	862699	Supplemental Insurance June 2016	06/25/16	\$311.72
Alhambra	13710019 061016	Bottle Water Service	06/10/16	\$10.76
American Retrofit Systems	1186	Well 2 Controls	06/23/16	\$300.00
Badger Meter	80006907	Beacon Cellular Data May 2016	05/31/16	\$2,230.34
Bartle Wells Associates	1009D	Water Rate Study	06/03/16	\$3,860.34
Big Dog Computer	BDC33227	Server Reboot & Misc. Service Calls	06/08/16	\$331.90
Big Dog Computer	BDC33230	Connectivity Issue	06/15/16	\$38.00
Bill Pease	JUNE 2016	Expense Report June 2016	06/28/16	\$230.00
Bob Murray & Associates	6768	Professional Services	06/16/16	\$1,893.23
Brentwood Press & Publishing	186889	Advertising City Guide	06/01/16	\$840.00
CaliforniaChoice Benefit Admin	2480523/53040	Health Insurance Aug 2016	06/28/16	\$3,839.11
Chris Steele	JUNE 2016	Expense Report June 2016	06/28/16	\$276.00
Contra Costa County	PERMIT	Permit Equipment Cover	06/27/16	\$400.00
County Of Contra Costa, Dept of Info Tec	10354	Data Processing Charges May 2016	06/17/16	\$19.40
Discovery Bay Designs	1193	Logo Apparel	06/21/16	\$32.22
Dublin San Ramon Services District	1652	BACC Bidding Participation Fee	06/15/16	\$586.00
Freedom Mailing Service, Inc	29141	Water Bill Processing May 2016	06/10/16	\$1,000.25
Gemini Group L.L.C.	116-12676	Consumer Confidence Water Quality Report	06/14/16	\$1,243.90
Gladwell Governmental Services, Inc.	3502	Records Retention	06/11/16	\$100.00
J.W. Backhoe & Construction, Inc.	2593	Water Leak Dune Point Ct	06/13/16	\$1,780.58
Koff & Associates	3183	Class & Compensation Study	06/07/16	\$91.20
Lesley Marable	JUNE 2016	Expense Report June 2016	06/28/16	\$33.46
Luhdorff & Scalmanini	31773	Groundwater Sustainability Plan	04/30/16	\$2,084.25
Luhdorff & Scalmanini	31910	Urban Water Management May 2016	05/29/16	\$262.50
Luhdorff & Scalmanini	31911	General Engineering Services May 2016	05/29/16	\$3,645.05
Mark Simon	JUNE 2016	Expense Report June 2016	06/28/16	\$230.00
Michelle Camacho	Almanor Ct	Closed Account, Refund Overpayment	06/21/16	\$6.05
National Meter & Automation, Inc.	S1072327.001	Water Meters	05/25/16	\$2,802.51
National Meter & Automation, Inc.	S1072327.002	Water Meters	06/17/16	\$1,188.49
Office Depot	841772169001	Office Supplies	05/25/16	\$7.65
Office Depot	841772281001	Office Supplies	05/25/16	\$32.51
Office Depot	842433386001	Office Supplies	05/31/16	\$31.24
Office Depot	844352036001	Office Supplies	06/09/16	\$27.85
Office Depot	844352178001	Office Supplies	06/09/16	\$19.52
Office Team	45897874	Temporary Employee	06/01/16	\$544.19
Office Team	45954460	Temporary Employee	06/08/16	\$476.78
Office Team	46011499	Temporary Employee	06/16/16	\$528.00
Office Team	46045531	Temporary Employee	06/21/16	\$576.40
Pacific Gas & Electric	1521433231-2/061216	Electric & Gas Bill 05/12/16-06/10/16	06/12/16	\$6,707.89
Pacific Gas & Electric	2943721807-5/060916	Electric & Gas Bill 05/10/16-06/08/16	06/09/16	\$19,641.01
ReliaStar Life Insurance Company	#JR52 457(B) 06/30/1	457(b) 06/16/16-06/30/16	06/30/16	\$372.27
Ricoh USA, Inc	5042830161	Photocopier June 2016	06/16/16	\$109.89
Robert Leete	JUNE 2016	Expense Report June 2016	06/28/16	\$92.00
SDRMA	19956	Ancillary Benefits July 2016	06/23/16	\$435.24
Shred-It USA-Concord	9411143694	Shredding Service June 2016	06/16/16	\$22.79
Some Gave All	JUNE 2016	Expense Report June 2016	06/28/16	\$276.00
TASC	450775312003/071516	IRS Sec 125 Health Savings Account	06/27/16	\$241.66
Tee Janitorial & Maintenance	8354	Janitorial Service June 2016	06/20/16	\$285.60
Univar	SJ50308	Chemicals Delivered 06/03/16	06/03/16	\$244.92
Univar	SJ50309	Chemicals Delivered 06/13/16	06/03/16	\$264.99
Univar	SJ52060	Chemicals Delivered 06/13/16	06/13/16	\$240.90
Univar	SJ752061	Chemicals Delivered 06/13/16	06/13/16	\$260.98
Veolia Water North America	58862	Preventative & Corrective May 2016	06/17/16	\$918.96
Veolia Water North America	59168	Monthly O&M Fee July 2016	07/01/16	\$51,250.12
Verizon Wireless	571177035-0001	Cell Phone Bill May 2016	05/26/16	\$145.76

**Water Sub-Total \$113,422.38**

**Wastewater**

Aflac	862699	Supplemental Insurance June 2016	06/25/16	\$467.58
Alhambra	13710019 061016	Bottle Water Service	06/10/16	\$16.14
American Retrofit Systems	1188	WWTP#1 HVAC	06/23/16	\$200.00
Anderson Pacific	414-23	Secondary Improvements Partial Retention	06/16/16	\$110,000.00

Bartle Wells Associates	1009E	Wastewater Rate Study	06/03/16	\$825.00
Big Dog Computer	BDC33227	Server Reboot & Misc. Service Calls	06/08/16	\$497.85
Big Dog Computer	BDC33230	Connectivity Issue	06/15/16	\$57.00
Bill Pease	JUNE 2016	Expense Report June 2016	06/28/16	\$345.00
Bob Murray & Associates	6768	Professional Services	06/16/16	\$2,839.84
Brentwood Press & Publishing	186889	Advertising City Guide	06/01/16	\$1,260.00
CaliforniaChoice Benefit Admin	2480523/53040	Health Insurance Aug 2016	06/28/16	\$5,758.67
Chris Steele	JUNE 2016	Expense Report June 2016	06/28/16	\$416.65
Cintas	185558768	Uniforms	06/08/16	\$14.20
Cintas	185559658	Uniforms	06/15/16	\$14.20
Cintas	185560539	Uniforms	06/22/16	\$14.20
Contra Costa County	PERMIT	Permit Equipment Cover	06/27/16	\$600.00
County Of Contra Costa, Dept of Info Tec	10354	Data Processing Charges May 2016	06/17/16	\$29.10
Discovery Bay Designs	1193	Logo Apparel	06/21/16	\$48.34
Fastenal Company	CABRE14840	WWTP#1 Building Maintenance	05/24/16	\$564.21
Fastenal Company	CABRE14945	WWTP#1 Building Maintenance	06/07/16	\$609.76
Fastenal Company	CABRE14954	WWTP#1 Building Maintenance	06/08/16	\$1,146.82
Fastenal Company	CABRE15007	WWTP#1 Building Maintenance	06/16/16	-\$453.89
Gemini Group L.L.C.	116-12676	Consumer Confidence Water Quality Report	06/14/16	\$1,865.84
Gladwell Governmental Services, Inc.	3502	Records Retention	06/11/16	\$150.00
Herwit Engineering	DB-MP-4-44	Secondary Process Improvements	06/10/16	\$495.00
J.W. Backhoe & Construction, Inc.	2594	Water Leak WWTP#1	06/13/16	\$1,965.10
Koch & Koch, Inc	PUMP STATION G	Pump Station G Rehab	04/25/16	\$54,011.01
Koff & Associates	3183	Class & Compensation Study	06/07/16	\$136.80
Lesley Marable	JUNE 2016	Expense Report June 2016	06/28/16	\$50.20
Mark Simon	JUNE 2016	Expense Report June 2016	06/28/16	\$345.00
Office Depot	841772169001	Office Supplies	05/25/16	\$11.47
Office Depot	841772281001	Office Supplies	05/25/16	\$48.77
Office Depot	842433386001	Office Supplies	05/31/16	\$46.86
Office Depot	844352036001	Office Supplies	06/09/16	\$41.79
Office Depot	844352176001	Office Supplies	06/09/16	\$8.02
Office Depot	844352178001	Office Supplies	06/09/16	\$29.29
Office Team	45897874	Temporary Employee	06/01/16	\$816.29
Office Team	45954460	Temporary Employee	06/08/16	\$715.18
Office Team	46011499	Temporary Employee	06/16/16	\$792.00
Office Team	46045531	Temporary Employee	06/21/16	\$864.60
Pacific Gas & Electric	1181942262-4/0608016	Electric & Gas Bill 05/09/16-06/07/16	06/08/16	\$3,745.41
Pacific Gas & Electric	7312115758-7/061216	Electric & Gas Bill 05/11/16-06/09/16	06/12/16	\$36,957.89
ReliaStar Life Insurance Company	#JR52 457(B) 06/30/1	457(b) 06/16/16-06/30/16	06/30/16	\$558.41
Ricoh USA, Inc	5042830161	Photocopier June 2016	06/16/16	\$164.83
Robert Leete	JUNE 2016	Expense Report June 2016	06/28/16	\$138.00
SDRMA	19956	Ancillary Benefits July 2016	06/23/16	\$652.87
Shred-It USA-Concord	9411143694	Shredding Service June 2016	06/16/16	\$34.19
Some Gave All	JUNE 2016	Expense Report June 2016	06/28/16	\$422.45
Stantec Consulting Services Inc	1060127	WWTP Master Plan Update	06/13/16	\$504.00
TASC	450775312003/071516	IRS Sec 125 Health Savings Account	06/27/16	\$362.49
Tee Janitorial & Maintenance	8354	Janitorial Service June 2016	06/20/16	\$428.40
Urban Constructors Inc.	1505-001	Effluent Filtration Project	06/24/16	\$154,612.50
Veolia Water North America	58752	Rehab Transfer Station	06/17/16	\$1,635.36
Veolia Water North America	58753	Vehicle Repair & Maintenance May 2016	06/17/16	\$240.00
Veolia Water North America	58754	General Repairs May 2016	06/17/16	\$145.44
Veolia Water North America	58862	Preventative & Corrective May 2016	06/17/16	\$7,590.84
Veolia Water North America	59168	Monthly O&M Fee July 2016	07/01/16	\$76,875.19
Verizon Wireless	571177035-0001	Cell Phone Bill May 2016	05/26/16	\$218.64

**Wastewater    Sub-Total    \$472,950.80**

**Community Center**

**Community Center    Sub-Total    \$0.00**

**Grand Total    \$599,786.40**

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 06, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #8**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Alhambra	13710019 061016	Community Center-Bottle Water Service	06/10/16	\$81.72
Big Dog Computer	BDC33229	Community Center-Employee Training	06/15/16	\$95.00
Big Dog Computer	BDC33231	Community Center-Install Software Application	06/25/16	\$65.00
Cintas	185558768	Uniforms	06/08/16	\$52.74
Cintas	185558768	Community Center-Mats	06/08/16	\$63.46
Cintas	185559658	Uniforms	06/15/16	\$52.74
Cintas	185559658	Community Center-Mats	06/15/16	\$63.46
Cintas	185560539	Uniforms	06/22/16	\$52.74
Cintas	185560539	Community Center-Mats	06/22/16	\$63.46
Comcast	8155400350238372/616	Internet June 2016	06/22/16	\$58.34
Comcast	8155400350238372/616	Community Center-Internet June 2016	06/22/16	\$58.36
Delta Debris Box Service	1197404	20Yd Trash	05/31/16	\$50.00
Delta Debris Box Service	1197419	40Yd Green	05/31/16	\$200.00
Department of Justice	171479	Community Center-Pre Employment Screening	06/03/16	\$98.00
Discovery Bay Designs	1193	Community Center-Logo Apparel	06/21/16	\$55.88
Karina Dugand	32	Community Center-Program Fees	05/26/16	\$1,192.50
Kidz Love Soccer	2016SP-F122	Community Center-Program Fees	06/14/16	\$3,404.25
Lincoln Equipment, Inc.	SI291985	Community Center-Pool Maintenance	06/06/16	\$277.21
Lucia Peters	4	Community Center-Program Fees	06/23/16	\$307.50
Office Depot	843577309001	Community Center-Office Supplies	06/06/16	\$60.21
Office Depot	844769595001	Community Center-Office Supplies	06/13/16	\$60.77
Office Depot	844769702001	Community Center-Office Supplies	06/11/16	\$7.30
Office Depot	844769703001	Community Center-Office Supplies	06/14/16	\$5.91
Office Depot	844769704001	Community Center-Office Supplies	06/10/16	\$21.33
Pacific Gas & Electric	0869258994-1/060816	Electric & Gas Bill 05/10/16-06/08/16	06/08/16	\$422.49
Pacific Gas & Electric	5702839598-6/060916	Community Center-Electric & Gas Bill 05/10/16-06/08/16	06/09/16	\$1,453.69
Pacific Gas & Electric	5939734421-5/061516	Electric & Gas Bill 05/17/16-06/15/16	06/15/16	\$7,689.30
Shannon Gay Leyen	2	Community Center-Program Fees	06/28/16	\$1,771.88
Tee Janitorial & Maintenance	8354	Janitorial Service June 2016	06/20/16	\$720.00
Tee Janitorial & Maintenance	8354	Community Center-Janitorial Service June 2016	06/20/16	\$260.00
Town of Discovery Bay, CSD	9-900-000-002-6.02	Community Center-Water Bill 05/01/16-05/31/16	05/31/16	\$39.06
Town of Discovery Bay, CSD	9-900-000-002-6.03	Community Center-Water Bill 05/01/16-05/31/16	05/31/16	\$728.47
Town of Discovery Bay, CSD	9-900-000-002-7.02	Water Bill 05/01/16-05/31/16	05/31/16	\$36.28
Town of Discovery Bay, CSD	9-900-000-004-2.01	Water Bill 05/01/16-05/31/16	05/31/16	\$3,298.87
Town of Discovery Bay, CSD	9-900-000-004-2.02	Water Bill 05/01/16-05/31/16	05/31/16	\$612.01
Town of Discovery Bay, CSD	9-900-000-004-2.03	Water Bill 05/01/16-05/31/16	05/31/16	\$582.72
Town of Discovery Bay, CSD	9-900-000-004-2.04	Water Bill 05/01/16-05/31/16	05/31/16	\$54.42
Town of Discovery Bay, CSD	9-900-000-004-2.05	Water Bill 05/01/16-05/31/16	05/31/16	\$40.82
Town of Discovery Bay, CSD	9-900-000-004-2.06	Water Bill 05/01/16-05/31/16	05/31/16	\$252.50
Town of Discovery Bay, CSD	9-900-000-004-2.07	Water Bill 05/01/16-05/31/16	05/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.08	Water Bill 05/01/16-05/31/16	05/31/16	\$9.67
Town of Discovery Bay, CSD	9-900-000-004-2.09	Water Bill 05/01/16-05/31/16	05/31/16	\$33.86
Town of Discovery Bay, CSD	9-900-000-004-2.10	Water Bill 05/01/16-05/31/16	05/31/16	\$39.31
Town of Discovery Bay, CSD	9-900-000-004-4.01	Water Bill 05/01/16-05/31/16	05/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.02	Water Bill 05/01/16-05/31/16	05/31/16	\$44.45
Town of Discovery Bay, CSD	9-900-000-004-4.03	Water Bill 05/01/16-05/31/16	05/31/16	\$405.22
Town of Discovery Bay, CSD	9-900-000-004-4.04	Water Bill 05/01/16-05/31/16	05/31/16	\$3.02
Town of Discovery Bay, CSD	9-900-000-004-4.05	Water Bill 05/01/16-05/31/16	05/31/16	\$6.04
Town of Discovery Bay, CSD	9-900-000-012-0.01	Water Bill 05/01/16-05/31/16	05/31/16	\$6.04
Town of Discovery Bay, CSD	467	Payroll Reimbursement May 2016	05/31/16	\$31,327.97
Univar	SJ398055	Community Center-Pool Chemicals	06/03/16	-\$160.00
Univar	SJ752653	Community Center-Pool Chemicals	06/15/16	\$849.36
Verizon Wireless	571177035-0001	Cell Phone Bill May 2016	05/26/16	\$99.81
Verizon Wireless	571177035-0001	Community Center-Cell Phone Bill May 2016	05/26/16	\$99.83
<b>Total</b>				<b>\$57,187.66</b>

**Request For Authorization To Pay Invoices (RFA)**  
**For The Meeting On July 06, 2016**  
**Town of Discovery Bay, D.Bay L&L Park #9 (Ravenswood)**  
**For Fiscal Year's 7/15 - 6/16**

<u>Vendor Name</u>	<u>Invoice Number</u>	<u>Description</u>	<u>Invoice Date</u>	<u>Amount</u>
Big B Lumber	443665	Landscape Maintenance	06/15/16	\$78.35
Cintas	185558768	Uniforms	06/08/16	\$54.94
Cintas	185559658	Uniforms	06/15/16	\$54.94
Cintas	185560539	Uniforms	06/22/16	\$54.94
Comcast	8155400350238372/616	Internet June 2016	06/22/16	\$58.39
Delta Debris Box Service	1197404	20Yd Trash	05/31/16	\$50.00
Delta Debris Box Service	1197419	40YD Green	05/31/16	\$200.00
Marcos Hernandez	JUNE 2016	Safety Equipment Reimbursement	06/15/16	\$125.00
Pacific Gas & Electric	0403377952-3/060816	Electric & Gas Bill 05/09/16-06/07/16	06/08/16	\$47.63
Tee Janitorial & Maintenance	8354	Janitorial Service June 2016	06/20/16	\$280.00
Town of Discovery Bay, CSD	9-900-000-004-3.01	Water Bill 05/01/16-05/31/16	05/31/16	\$217.72
Town of Discovery Bay, CSD	9-900-000-004-3.02	Water Bill 05/01/16-05/31/16	05/31/16	\$885.12
Town of Discovery Bay, CSD	9-900-000-004-3.03	Water Bill 05/01/16-05/31/16	05/31/16	\$301.49
Town of Discovery Bay, CSD	466	Payroll Reimbursement May 2016	05/20/16	\$7,422.65
Verizon Wireless	571177035-0001	Cell Phone Bill May 2016	05/26/16	\$99.85
Vortex Western Sales and Service	24720	Ravenswood Splash Pad Repair	06/10/16	\$5,513.13
			<b>Total</b>	<b>\$15,444.15</b>



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 6, 2016

**Prepared By:** Catherine Kutsuris - Interim General Manager

**Submitted By:** Catherine Kutsuris - Interim General Manager

### Agenda Title

Adopt Ordinance 2016-27 amending in its Entirety and Re-Numbering Ordinance No. 25 (Drought Emergency Regulation Ordinance).

### Recommended Action

Open the Public Hearing on proposed Ordinance No. 2016-27 amending in its entirety Ordinance 25, Drought Regulation, accept any public comments, close the public hearing, waive second reading, affirm the 20% volunteer conservation standard, adopt Ordinance No. 2016-27 and adopt related CEQA findings.

### Executive Summary

On September 3, 2014 the Town's Board of Directors adopted Ordinance No. 25 establishing Emergency Drought Regulations throughout Discovery Bay. Ordinance 25 was subsequently amended on July 01, 2015. The State Water Board adopted new regulations on May 18, 2016, which substitutes locally developed conservation standards in lieu of state standards, as well as eliminated the requirement that local agencies prohibit the watering of landscaping. The revised regulations will be effective until the end of February 2017.

The existing conservation regulations that remain prohibited are:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;
2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
6. The irrigation with potable water of landscapes outside of newly constructed homes and buildings in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development;
7. The irrigation of ornamental turf on public street medians with potable water;
8. The serving of drinking water other than upon request in eating or drinking establishments including but not limited to restaurants, hotels, cafes, cafeterias, bars or other public places where food or drink are served and/or purchased.

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On June 15, 2016 the Board introduced proposed Ordinance No. 2016-27. This proposed Ordinance eliminates the restriction that landscaping may only be watered two days per week, all other prohibitions remain the same.

The Board also determined that a 15-20% voluntary conservation standard was appropriate for the community. The achievement of that standard is expected through the combination of the continued state water restrictions above in addition to a voluntary community wide request that landscaping be watered every other day – those with even numbered addresses watering on even days and those with odd numbered addresses watering on odd numbered calendar days. Staff recommends the Board affirm a 20% volunteer conservation standard.

If adopted by the Board at a Public Hearing on July 6, 2016, the ordinance will become effective thirty days later.

**Fiscal Impact:**

**Amount Requested \$ N/A**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers. Optg. Cap. -or- CIP# Fund#**

**Previous Relevant Board Actions for This Item**

June 4, 2014 – Implementation of Voluntary 20% Water Reduction Directive

July 16, 2014 - Report to the Board on pending actions.

August 6, 2014 - Report to the Board on final actions and regulation by the State of California

September 3, 2014 - Adoption of Ordinance No. 25

May 20, 2015 - Report to the Board to introduce amendments and set date for July 1, 2015 for adoption

June 01, 2016 – Report to the Board from Justin Shobe of Luhdorff & Scalmanini on Conservation

June 15, 2016 – Report to the Board Introduce Ordinance 2016-27 that repeals and replaces Ordinance 25 (Emergency Drought Regulations), waive reading and set July 6, 2016 for hearing and adoption.

**Attachments**

Ordinance No. 2016-27

**AGENDA ITEM: F-1**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
ORDINANCE NO. 2016-27**

**AN ORDINANCE OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
DROUGHT REGULATION ORDINANCE  
AMENDING IN ITS ENTIRETY AND RE-NUMBERING ORDINANCE NO. 25**

Be it ordained by the Board of Directors of the Town of Discovery Bay Community Services District as follows:

**SECTION 1. Short Title**

This Ordinance shall be known and may be cited as Town of Discovery Bay Drought Regulation Ordinance ("Ordinance").

**SECTION 2. Purpose**

The purpose of this Ordinance is to protect the health, safety, and welfare of residents of the Town of Discovery Bay Community Services District ("District"); to continue to respond to the ongoing drought issues and to regulate water usage in the District for the purpose of conserving limited water resources.

**SECTION 3. Water Shortage Emergency Declaration and Response Authority**

The Board of Directors may declare a water shortage emergency by resolution upon finding that water use restrictions are necessary for the immediate protection of health and safety or as required by State law.

A water shortage emergency declaration is effective until the Board of Directors finds, and declares by resolution, that the water shortage emergency condition has abated, changed in degree, or no longer exists.

The Board of Directors has the authority to continue water conservation regulations to address water supply conditions within the District. The Board of Directors may also take additional action to prevent waste and unreasonable use of water and to further promote conservation.

**SECTION 4. Water Conservation Regulations**

While the District continues to be impacted by limited water supplies, the following activities are prohibited, except where necessary to address an immediate health and safety need:

1. The application of potable water to outdoor landscapes in a manner that causes runoff such that water flows onto adjacent property, non-irrigated areas, private and public walkways, roadways, parking lots, or structures;

2. The use of a hose that dispenses potable water to wash a motor vehicle except where the hose is fitted with a shut-off nozzle or device attached to it that causes it to cease dispensing water immediately when not in use;
3. The application of potable water to driveways and sidewalks;
4. The use of potable water in a fountain or other decorative water feature, except where the water is part of a recirculating system;
5. The application of potable water to outdoor landscapes during and within 48 hours after measurable rainfall;
6. The irrigation of landscapes outside of newly constructed homes and buildings with potable water in a manner inconsistent with regulations or other requirements established by the California Building Standards Commission and the Department of Housing and Community Development;
7. The irrigation of ornamental turf on public street medians with potable water;
8. The serving of drinking water other than upon request in eating or drinking establishments, including but not limited to restaurants, hotels, cafes, cafeterias, bars, or other public places where food or drink are served or purchased.

#### **SECTION 5. Enforcement**

The General Manager of the District shall administer, implement and enforce the provisions of this Ordinance. Any powers or duties granted to the General Manager may be delegated by the General Manager to persons acting in the beneficial interest of or in the employ of the District.

#### **SECTION 6. Violation**

The General Manager, or his/her designee, may issue a Notice of Violation to any person, business, association, or other party who fails to comply with any conditions of this Ordinance. Any person, business, association or other party violating this Ordinance after issuance of a Notice of Violation shall be assessed a fine of \$25 for a first violation, a fine of \$50 for a second violation in any 6-month period, and a fine of \$100 for each additional violation in any 6-month period. Fines assessed pursuant to this Ordinance may be included in the offending party's water service bill or, for unmetered accounts which do not receive a water service bill, with the water service charges collected on the county tax roll on behalf of the District. Non-payment of water service bills or water service charges collected on the county tax roll on behalf of the District, including the non-payment of any fine included therein, may result in termination of service and disconnection from the water system pursuant to District Ordinance. In addition to any other action taken by the District, the District may utilize an outside collection agency to recover unpaid fines.

Any use or activity in violation of the terms of this Ordinance is declared to be a nuisance per se, and may be abated by order of any court of competent jurisdiction. The District Board, in addition to other remedies, may institute any appropriate action or proceedings to prevent, abate, or restrain the violation. All costs, fees and expenses in connection with such action shall be assessed as damages against the violation.

#### **SECTION 7. Appeals**

Any party subject to a Notice of Violation or fine issued pursuant this Ordinance may appeal for reconsideration. Appeals for reconsideration shall be processed as follows:

1. A party appealing for reconsideration a Notice of Violation or fine issued pursuant to this Ordinance shall do so in writing to the General Manager by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal.
2. The General Manager shall review all appeals for consideration and shall within fifteen (15) days of receipt of the written appeal notify the appealing party of his or her decision to deny or sustain the appeal, or to modify the Notice of Violation or fine based on the evidence presented.
3. If the appealing party disagrees with the General Manager's decision, the decision may be appealed to the Board of Directors. An appeal to the Board of Directors shall be submitted in writing to the Clerk of the Board by either using forms provided by the District or by letter setting forth in detail the reasons for the appeal. Each appeal to the Board of Directors shall be accompanied by the payment of an appeal fee of \$25.00, or as set by resolution of the Board of Directors, to defray the costs of the appeal.
4. If an appeal to the Board of Directors is made, the appealing party shall be notified of a hearing date by mail. Such hearing shall be scheduled within thirty (30) days of receipt of the written appeal. A decision shall be forwarded to the appealing party within fifteen (15) days after completion of the hearing. Decisions by the Board of Directors are final.

**SECTION 8. Severability**

The various parts, paragraphs, section, and clauses of this Ordinance are declared to be severable. If any part, sentence, paragraph, section, or clause is adjudged unconstitutional or invalid by a court of competent jurisdiction, the remainder of the Ordinance shall not be affected.

**SECTION 9. Adoption and Effective Date**

This Ordinance is hereby declared to have been adopted by the District Board of Directors at a meeting thereof duly called and held on the 6<sup>th</sup> day of July, 2016, and ordered to be given effect thirty (30) days after its first publication as mandated by statute.

**CERTIFICATION**

Passed and adopted at a regular meeting of the Board of Directors of the Town of Discovery Bay Community Services District held on July 6, 2016 by the following vote:

\_\_\_\_\_  
 Bill Pease  
 Board President

AYES:  
 NOES:  
 ABSENT:  
 ABSTAIN:

\_\_\_\_\_  
 Catherine Kutsuris  
 Board Secretary



# Town of Discovery Bay

"A Community Services District"

## AGENDA REPORT

Meeting Date

July 6, 2016

**Prepared By:** Dina Breitstein, Finance Manager  
**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Annual Assessment for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2016-2017, Accept Engineer's Report and Adopt Resolution No. 2016-09

### Recommended Action

Accept Engineer's Report and Adopt Resolution No. 2016-09 authorizing the Intent to Levy and Collection of Annual Assessments for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9 for the Fiscal Year 2016-2017 and set the Public Hearing for July 20, 2016 at 7:00 p.m. located at 1601 Discovery Bay Boulevard.

### Executive Summary

As part of the annual assessment process for the Ravenswood Improvement District – DB Lighting and Landscape Zone 9, the Town of Discovery Bay Board of Directors adopted Resolution 2016-05, which directed HERWIT Engineering to prepare the assessment report. HERWIT provided the Draft of the Final Assessment Engineer's Report to District Staff on June 21, 2016. In that report, HERWIT determined that based on operating costs (as shown on the Adopted Operating and Capital Budget for Discovery Bay Lighting and Landscape Zone 9) the per parcel assessment should be set at \$625.78 which is less than the maximum allowable assessment for Zone 9.

Factors leading to the 3.1% increased assessment (\$606.94 in FY 16/17, an increase of \$18.84) are: maintaining our reserve amount with 1.3 years of funds, and covers the increased cost of operations. The reserves protect DB Lighting and Landscape Zone 9 from any expensive repairs and maintenance in regards to the assets of the zone such as the landscaping, park structures and the splash pad. The recommended assessment equals the Fiscal Year 2016-2017 budget and prudently maintains the reserve balance.

If the decision is made not to increase the DB Lighting and Landscape Zone 9, and keep the assessment the same as FY 15/16 of \$606.94 which equates to \$123,209 and staff properly expends their FY 16-17 budget of \$127,034 that would leave Zone 9 to utilize the reserves. The amount that would be expended is \$3,825. Though this does not equate to a lot of money in one years' time, if it continues over a period of years it may deplete the reserves.

Staff requests direction from the Board of Directors regarding the increase of the DB Lighting and Landscape Zone 9 Assessment. If no change to the report is required; then staff requests that the attached Resolution, which approves HERWIT's report and proposed assessments, be approved and adopted. The Public Hearing approving the Levy of the annual assessment will be held on the July 20, 2016 at the regular scheduled Board meeting.

### Fiscal Impact:

**Amount Requested - None**  
**Sufficient Budgeted Funds Available?: N/A**

"Continued to the next page"

**Previous Relevant Board Actions for This Item**

Approval and Adoption of Resolution 2016-05 Directing HERWIT Engineering to prepare annual assessment report for the Ravenswood Improvement District (DB L&L #9) – April 6, 2016  
Budget Adoption - Revenue, Operating and Capital Budget for Fiscal Year 2016-17 and Fiscal Year 2017-18 – June 15, 2016

**Attachments**

Resolution 2016-09  
Final Assessment Engineer's Report by HERWIT Engineering, dated June 2016

**AGENDA ITEM: F-2**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION NO. 2016-09**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT  
INTENT TO LEVY AND COLLECT AN ANNUAL ASSESSMENT  
FOR THE RAVENSWOOD IMPROVEMENT DISTRICT – DB L&L ZONE #9  
FOR THE FISCAL YEAR 2016-2017**

WHEREAS, the Board of Directors of the Town of Discovery Bay Community Services District (CSD), pursuant to a development agreement with the developer of that subdivision known as Ravenswood formed a landscaping, park, lighting and open space district, for the purpose of providing for the operation and maintenance of landscaping, park, lighting and open space installed in said subdivision by developer; and

WHEREAS, said subdivision is generally located along Blake Court, Coleridge Way, Wilde Drive, Shakespeare Court, Slifer Court and Seuss Court, and

WHEREAS, the Board of Directors now desires to declare its intention to levy an annual assessment within such district.

NOW, THEREFORE, BE IT RESOLVED by the Board of Directors of the Town of Discovery Bay CSD as follows:

1. The Board of Directors of the Town of Discovery Bay CSD, in an effort to deter crime, provide traffic safety, aid law enforcement, and provide a better neighborhood environment has formed an assessment district pursuant to California Streets & Highway Code, Division 15, Part 2, sections 22500 and following, and to levy and collect assessments there under, pursuant to Resolution 2005-03.
2. The improvements, the operation and maintenance of which are intended to be funded by the assessments levied by the proposed assessment district, include all expenses associated with the maintenance and operation of non-privately owned landscaping, park, lighting and open space in the subdivision known as Ravenswood.
3. The assessment district consists of that property generally described as Subdivision 8710-Ravenswood being a subdivision of a portion of the Northwest quarter of Section 26, Township 1 North, Range 3 East, Mount Diablo Meridian as recorded in Book 458 of Maps, Pages 1-15, Contra Costa County Records.
4. The designation for the assessment district is "Ravenswood Improvement District" –DB L&L Zone #9.
5. HERWIT Engineering has prepared and filed with the Secretary of the Board of Directors a report detailing the full and detailed designation of the improvements, and the boundaries of, and the proposed assessments upon assessable lots and parcels of land within, the Ravenswood Improvement District, and the Board of Directors hereby adopts and approves said report.

6. A hearing by the Board of Directors on the question of levy of annual assessments of the Ravenswood Improvement District –DB L&L Zone #9 for the fiscal year 2016-2017 year will be held at 7:00 p.m., on July 20, 2016 at the Community Center located at 1601 Discovery Bay Boulevard, Discovery Bay, CA 94505.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF JULY 2016

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William Pease  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 6, 2016, by the following vote of the Board:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

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Catherine Kutsuris  
Interim Board Secretary

**FINAL ASSESSMENT ENGINEER'S  
REPORT**

**Prepared for the**

**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**Landscaping, Park, Lighting and Open-Space  
Improvements District DB L&L #9**

**For Fiscal Year 2016-2017**

**Prepared by  
HERWIT Engineering**

**6200 Center Street, Suite 310  
Clayton, California 94517  
(925) 672-6599**

**JULY 2016**

**Town of Discovery Bay Community Services District**

**Director and President**

Bill Pease

**Director and Vice President**

Robert Leete

**Director**

Kevin Graves

**Director**

Mark Simon

**Director**

Chris Steele

**Interim General Manager**

Catherine Kutsuris

**Finance Manager**

Dina Breitstein

**Parks & Landscape Manager**

Brian Miller

**District's Attorney**

Neumiller & Beardslee

**Assessment Engineer**

HERWIT Engineering

Date: July 2016

**Assessment Engineers Report  
For  
Landscape, Park, Lighting and Open-Space District DB L&L #9, Zone #1  
Subdivision 8710 (Ravenswood)**

Pursuant to Governmental Code 61710 and procedures of the Landscaping and Lighting District Act of 1972, the Town of Discovery Bay Community Services District (CSD) is responsible for the Landscape, Park, Lighting and Open-Space District DB L&L #9 submits this "Assessment Engineers Report" for the 2016-2017 year, which consists of five (5) parts as follows.

**PART A. Plans and Specifications**

This part describes the improvements in this District. The plans, drawings and specifications are on file in the Town of Discovery Bay CSD District Office. A listing of these documents and drawings are outlined in the original Assessment Engineers Report approved in 2006.

**PART B. Estimate of Cost**

This part contains an estimate of the cost of proposed improvements, including incidental costs and expenses in connection therewith, is as forth on the lists, which are on file in the Town of Discovery Bay CSD District office.

**PART C. Method of Apportionment of Assessment**

This part contains the method by which the undersigned engineering firm has determined the amount proposed to be assigned against each parcel, based upon parcel classification of land within this District, in proportion to the estimated benefits to be received. This listing is also on file in the Town of Discovery Bay CSD District office.

**PART D. District Diagram of Assessment**

This part by reference of a diagram shows the parcel lot numbers that are within this District.

**PART E. Property Owner List & Assessment Roll**

The listing of Assessed parcels and their owners are on file in the Town of Discovery Bay CSD District office.

**Engineers Assessment Report for 2015-2016 year**

During this time period the DB L&L #9, Zone #1 District financial report shows estimated end of year totals as follows:

\$ 128,076      Annual assessments & investment revenue was received

\$ 118,744      Annual expenses grounds maintenance, capital improvements, and administrative expenses.

A copy of the income and expenses is attached to this report.

**\$ 165,195**      Fund total after 2015-2016 annual expenses.

**Note:** The expenses were higher for the 2015-2016 fiscal year than the previous fiscal year due to increases in CIP expenditures. The expenses for the 2015-2016 fiscal year were less than the assessment and revenue collected, resulting in an increase in the District's reserve account.

### *Current Assessment*

The 2015-2016 fiscal year assessment per parcel based on the engineer's formula defined in the Assessment Engineers Report adopted in 2006 is \$606.94 per parcel. This is greater than the initial year assessment as defined in the Assessment Engineers Report due to increases in maintenance and utility costs, and to rebuild the reserve account balance which had dropped significantly due to large capital improvement projects.

### *Inflation Adjustment to Maximum Assessment*

The maximum assessment defined in the Assessment Engineers Report adopted in 2006 is \$501 per parcel based upon build out of the facilities and maintenance of the storm water basins. As specified in the Assessment Engineers Report, the maximum assessment is escalated annually by the consumer price index for San Francisco-Oakland-San Jose. At the time of preparation and adoption of the Assessment Engineers Report, the CPI index as published by the Bureau of Labor Statistics (BLS) for the Consolidated Metropolitan Statistical Area (CMSA) covering San Francisco – Oakland – San Jose reported for April 2006 was 208.9. The base year for the index is an average of 1982, 1983, and 1984 (hence 1982-1984=100). On April 2016, the same CPI index is reported as 264.56. Based upon the change in the CPI, the new maximum assessment allowed for the 2016-2017 fiscal year is \$634.48.

### *Calculation of Maximum Reserve Account Balance*

As stated in the adopted Assessment Engineers Report, the total funds in the reserve account are limited to 200% of the total funds collected by the District's not to exceed annual assessment. The new maximum not to exceed annual assessment allowable for the 2016-2017 fiscal year is \$ 634.48. This assessment is equally assessed to 203 parcels for an annual total of \$128,799.44. Therefore, the maximum Reserve Account Balance is \$ 257,598.88. After the reserve account has accrued to the maximum amount, any money received by the District in excess of annual maintenance and administrative costs will be returned to the property owner in the form of a reduced assessment in the following fiscal year.

### *New Assessment for 2016-2017 Fiscal Year*

The District will incur normal expenses for the maintenance of the landscape District this year. The District will also incur minimal charges for capital improvements construction projects this fiscal year. The estimated budget for 2016-2017 is \$ 127,034. This equates to \$ 625.78 per parcel for all 203 parcels, which is less than the maximum allowable assessment of \$ 634.48 per parcel, or \$ 128,799.44 maximum assessment.

Based on this report, the assessment for 2016-2017 tax year should be \$ 625.78 to maintain the balance in the reserve fund. The assessment for the 2016-2017 fiscal year is then \$ 625.78 per parcel applied equally to all 203 parcels as defined in the adopted Assessment Engineers Report.



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 6, 2016

Prepared By: Dina Breitstein, Finance Manager

Submitted By: Dina Breitstein, Finance Manager

### Agenda Title

Establishing a Fire Hydrant Policy Fee Structure for Town of Discovery Bay

### Recommended Action

Consider adoption of Resolution No. 2016-13 establishing a Fire Hydrant Policy Fee Structure for the Town of Discovery Bay

### Executive Summary

On June 1, 2016 staff provide the Board of Directors a proposed Fire Hydrant Policy. This policy was developed to protecting the Public Water Supply of the Town of Discovery Bay from contamination and theft in regards to the 560+/- fire hydrants located within the district boundary.

The policy was brought to the Board of Directors in accordance with Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes. To protect the operability of these devices as well as the health and welfare of the public, the District maintains them and closely monitors their use. Therefore, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

Staff provided the framework and process to guide residents and businesses of the community of the rules, restrictions and regulations for obtaining a permit before utilizing the districts fire hydrants. The Board of Directors approved this policy by Resolution 2016-07 on June 1, 2016 with the expectation that staff would bring back to the Board a fee structure for the two types of meter uses of this policy.

#### Mobile Hydrant Meter Rental & Penalty Fees:

- Application Fee \$25.00
- Monthly Fee \$25.00 (This fee includes staff time, approximately 30 minutes per month, for instructional demonstrations, inspections, customer service and billing.
- Meter Deposit \$915.00 (This fee includes the full cost of the meter. This fee is subject to change annually and is dependent on the cost to replace the meter if lost or damaged.)
- Meter Read Reporting Penalty Fee \$100.00 (This fee includes a \$50.00 penalty as well as staff time to acquire meter read.)

#### Fixed Hydrant Meter Use Fees:

- Application Fee \$25.00
- Meter Depreciation Fee \$350.00 (This fee includes the following calculation \$2,989.00 cost of the meter / 7 year depreciation / 7.3 potential users annually X 30 minutes staff time per month for inspections, operation, reads and billing x 12 months.)

Please accept staff recommendation to consider the fees listed above for infractions of safety code violation of hydrant use.

**Fiscal Impact:** None

**Amount Requested**

**Sufficient Budgeted Funds Available?: (If no, see attached fiscal analysis)**

**Prog/Fund # Category:**

**Previous Relevant Board Actions for This Item**

Adoption of Resolution No. 2016-07 establishing a Fire Hydrant Policy for Town of Discovery Bay – June 1, 2016

**Attachments**

Resolution No. 2016-13

Hydrant Fee Schedule

**AGENDA ITEM: G-2**



**TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT**

**RESOLUTION 2016-13**

**A RESOLUTION OF THE BOARD OF DIRECTORS  
OF THE TOWN OF DISCOVERY BAY,  
A CALIFORNIA COMMUNITY SERVICES DISTRICT,  
FIRE HYDRANT POLICY FEE STRUCTURE**

WHEREAS, the Town of Discovery Bay Community Services District is responsible for protecting the Public Water Supply of the District from contamination and theft in regards to the 560+/- fire hydrants located within its boundary and;

WHEREAS, the Fire Hydrant Policy was brought to the Board of Directors on June 1, 2016, in accordance to Ordinance No.7 dated January 17, 2001, hydrants may be used for other purposes and;

WHEREAS, hydrants shall only be operated by District personnel, fire protection departments or districts, and persons or companies granted a permit to operate hydrants in accordance with the regulations of the District.

WHEREAS, the framework and process to guide residents and businesses of the community of the rules, restrictions and regulations for obtaining a permit before utilizing the districts fire hydrants;

WHEREAS, the Board of Directors approved this policy by Resolution 2016-07 on June 1, 2016 with the expectation that staff would bring back to the Board a fee structure for the two types of meter uses of this policy.

NOW, THEREFORE, THE BOARD OF DIRECTORS OF THE TOWN OF DISCOVERY BAY COMMUNITY SERVICES DISTRICT DOES HEREBY RESOLVE AS FOLLOWS:

SECTION 1. That the Board adopt the Fire Hydrant Policy Fee Structure and that it be incorporated herein and made a part of this Resolution as Exhibit A.

SECTION 2. The Board Secretary shall certify the adoption of this Resolution.

PASSED, APPROVED AND ADOPTED THIS 6<sup>th</sup> DAY OF JULY 2016.

\_\_\_\_\_  
William Pease  
Board President

I hereby certify that the foregoing Resolution was duly adopted by the Board of Directors of the Town of Discovery Bay Community Services District at a regular meeting, held on July 6, 2016, by the following vote of the Board:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

\_\_\_\_\_  
Catherine Kutsuris  
Board Secretary



TOWN OF DISCOVERY BAY  
COMMUNITY SERVICES DISTRICT  
HYDRANT METER  
FEE SCHEDULE

MOBILE HYDRANT METER RENTAL & PENALTY FEES	
Description	Cost
Applicaton Fee	\$25.00
Monthly Fee	\$25.00
Meter Deposit Fee	\$915.00
Meter Read Reporting Penalty Fee	\$100.00

FIXED HYDRANT METER USE FEE	
Description	Cost
Application Fee	<b>\$25.00</b>
Annual Meter Depreciation Fee	<b>\$350</b>

*\*All fees are subject to change*



# Town of Discovery Bay

*"A Community Services District"*

## AGENDA REPORT

Meeting Date

July 6, 2016

**Prepared By:** Catherine Kutsuris, Interim General Manager

**Submitted By:** Catherine Kutsuris, Interim General Manager

### Agenda Title

Contract with Du-ALL Safety, LLC in the amount not to exceed \$6,800.00 (hourly rate of \$170.00) to provide safety support services and staff training for the period July 1, 2016, to June 30, 2017

### Recommended Action

Authorize the Interim General Manager to sign, on behalf of the District, a contract with Du-ALL Safety, LLC in an amount not to exceed \$6,800.00 (\$170.00 hourly rate) safety related training and support services for the period of July 1, 2016 through June 30, 2017.

### Executive Summary

The Town has utilized Du-ALL Safety for safety training and support services since July of 2014 with an annual contract cost of \$35,000. The District staff has reviewed the cost of this service and found that the existing training can be provided at a substantially lower cost through a combination of more limited utilization of Du-ALL Safety along with training provided through the District's insurance provider – SDRMA. SDRMA offers most of the same training at no cost to the District through TargetSolutions, a Sacramento based risk management firm. In addition, the District will now be eligible to receive discounts on Worker's Compensation and Property/Liability premiums when employees and board members complete a designated number of courses through the TargetSolutions online platform. The platform includes a system to assign and track all District training.

To ensure that the field staff can utilize the training opportunities, the District will be adding a computer training desk in the District office.

The overall program cost savings with this change is expected to be approximately \$29,000 annually with a substantial expansion of training opportunities for the staff.

### Fiscal Impact:

**Amount Requested \$6800.00**

**Sufficient Budgeted Funds Available?: YES (If no, see attached fiscal analysis)**

**Prog/Fund # Category: Pers.**

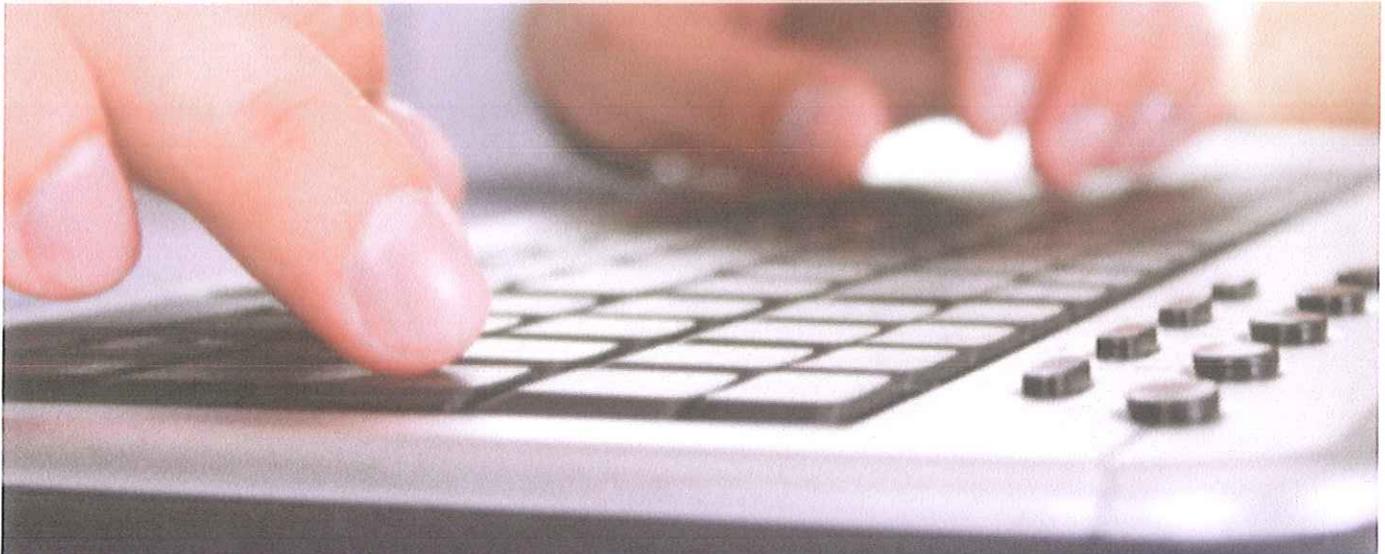
### Previous Relevant Board Actions for This Item

July 16, 2014 approving the contract with Du-ALL Safety LLC

### Attachments

Target Solutions Course Catalog – relevant course pages

AGENDA ITEM: F-5



# COURSE CATALOG

ONLINE TRAINING COURSES FOR SPECIAL DISTRICT RISK MANAGEMENT AUTHORITY

**WELCOME TO TARGETSOLUTIONS!**

This document lists courses offered through the TargetSolutions platform for members of Special District Risk Management Authority. If you have any questions, please don't hesitate to contact us.

**Industry Overview**

- Emergency Medical Services..... 2
- Fire Service..... 4
- Human Resources.....6
- Law Enforcement..... 7
- Motor Vehicle Safety..... 10
- OSHA & Compliance..... 11
- Smart Team..... 12
- Spanish..... 15
- Water & Wastewater.....16

# EMERGENCY MEDICAL SERVICES

## EMS Continuing Education

TargetSolutions offers a comprehensive catalog of online EMS continuing education courses that is accepted in most states. Our courses allow First Responders, EMT-Basics, EMT-Intermediates, and EMT-Paramedics to complete their continuing education requirements in an engaging and easy-to-use format. Please note that not all TargetSolutions courses are approved in all regions. For a list of approved courses in your area, please visit [www.targetsolutions.com](http://www.targetsolutions.com).

### Preparatory

- Back Injury Prevention Clinical
- Decision-Making Common
- Infectious Pathogens
- Cultural Diversity for EMS Providers\*
- Diet & Nutrition
- Health & Wellness HIPAA Awareness
- HIV/AIDS Awareness\*
- Infectious Disease Control
- Medical, Ethical, and Legal Issues
- Protecting Yourself From Influenza
- Therapeutic Communications\*
- Workplace Stress

### Medical

- Acute Respiratory Distress Syndrome Advanced
- Allergies and Anaphylaxis Advanced
- Allergies and Anaphylaxis Basic
- Altered Mental Status Advanced
- Altitude Emergencies\*
- Aquatic Emergencies\*
- Behavioral Emergencies Advanced
- Behavioral Emergencies Basic
- Carbon Monoxide Poisoning
- Cardiac Emergencies Advanced Cardiac Emergencies Basic
- Cardiovascular A&P Review
- Complete Resuscitation: Integrating Post Care \*
- Date Rape Drugs\*
- Diabetic Ketoacidosis Advanced
- Endocrine System Emergencies Advanced\*
- Environmental Emergencies Advanced
- Environmental Emergencies Basic
- Epilepsy
- Fundamentals of 12 Lead ECG Operation and Interpretation
- Heat Illness and Emergencies
- Hematology
- H1N1 (Swine Flu)
- Intraosseous Infusion Advanced

- Intro to Arrhythmias: Escape Rhythms and Premature Complexes
- Intro to Arrhythmias: Tachy-arrhythmias and Fibrillation
- Managing Cardiac Arrest: During and After Resuscitation\*
- Medication Errors
- Methamphetamines\*
- MRSA Infections
- Non-Traumatic Abdominal Injuries
- Non-Traumatic Chest Pain
- Operating an AED
- Pharmacology Advanced\*
- Pharmacology Basic
- Poisoning and Overdose
- Prehospital Pulmonary Embolism Care
- Renal Failure Advanced
- Respiratory Emergencies Advanced
- Respiratory Emergencies Basic
- Toxicology and Substance Abuse Advanced\*
- Understanding the Basics of ECGs

\* Denotes courses that are longer than an hour.

# HUMAN RESOURCES

## Employment Practices for Supervisors

This program provides an overview of employment practices encountered in the workplace for individuals tasked with making employment decisions, including issues of harassment, hiring and termination, discrimination, evaluation, and documentation. These courses and tools will help to ensure that you stay ahead of current issues and practices that may affect your organization and employees.

- Anger, Conflict, and Violence in the Workplace
- Dealing with Issues of Alcohol and Substance Abuse
- Discipline and Termination
- Employment Practices Overview
- Interviewing and Hiring
- Performance Management
- Preventing Discrimination in the Workplace
- Reasonable Suspicion of Alcohol for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Sexual Harassment for Supervisors
- Understanding Employee Leave
- California AB 1825 Sexual Harassment
- California AB 1234 Board of Directors and Trustees

## Human Resources

The Human Resources bundle has been designed to supplement our core course catalog and provide training that is relevant and essential to all employees.

- Alcohol-Free Workplace
- Customer Service
- Drug-Free Workplace
- Ethics in the Workplace
- General HIPAA Awareness
- Sexual Harassment Awareness
- Workplace Diversity
- Workplace Stress
- Workplace Violence

# MOTOR VEHICLE SAFETY

## Online Driver Training & Compliance Program

TargetSolutions offers organizations a solution to reduce motor vehicle losses. Driver curriculum is designed to change unsafe driving behavior and reinforce critical safe-driving concepts. Courses have been tailored to meet the varied needs of drivers of automobiles, large trucks, and passenger vans.

### Supervisor Training Curriculum

Designed to provide supervisors with the training necessary to maintain a staff of safe and capable drivers.

#### Driver Training Courses

- Accidents and Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- The Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Expressway and Highway
- Driving Impaired Driving
- Intersection Safety
- Large Vehicle Characteristics

- Passenger Van Safety
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Safety and Security
- Vehicle Inspection and Maintenance

#### Supervisor Curriculum

- Incident Investigation for Supervisors
- Motor Vehicle Safety Overview for Supervisors
- Personnel Selection for Supervisors
- Reasonable Suspicion of Drugs for Supervisors
- Reasonable Suspicion of Alcohol for Supervisors

## Emergency Vehicle Operator

TargetSolutions offers EVO driving safety courses created for emergency responders to reduce motor vehicle losses, which are some of the costliest but least addressed issues public entities face. Courses cover both Fire and Law Enforcement driver training.

### Fire Department Driver Training Curriculum

- Accidents & Emergencies
- Adjusting to Changing Conditions
- Dangers of Speeding
- Defensive Driving
- Distracted Driving
- Driver Safety Orientation
- Driver's Roles and Responsibilities (Canada)
- Emergency Vehicle Characteristics
- Emergency Vehicle Operations
- Impaired Driving
- Intersection Safety
- Intro to Emergency Vehicle Operations (Canada)
- Legal Considerations
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

### Law Enforcement Driver Training Curriculum

- Accidents & Emergencies
- Adjusting to Changing Driving Conditions
- Characteristics of Law Enforcement Vehicles
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driver Safety Orientation
- Emergency Vehicle Operations for Law Enforcement
- Impaired Driving
- Intersection Safety
- Legal Considerations for Police Drivers
- Police Vehicle Technology
- Pursuit Driving
- Safe Backing
- Vehicle Inspection & Maintenance
- Vehicle Safety and Security

# OSHA & COMPLIANCE

## OSHA & Compliance Training

TargetSolutions' online courses can be used to help comply with OSHA, DOT, and other federal and state regulatory agency training mandates. Complete all of your required compliance training courses online, eliminating the logistics issues inherent in traditional training methods.

### General Safety

- Advanced Construction Safety (Modules 1-4)
- Aerosol Transmissible Diseases
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Building Evacuation and Emergencies
- Cal/OSHA 300 Log
- Computer Security Awareness
- CPR Academic
- Diet & Nutrition
- Driving Safety
- Electrical Safety
- Eye Safety
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid (Part 1 & 2)
- General Office Ergonomics
- Hand & Power Tool Safety
- Health & Wellness
- Hearing Conservation
- HIV/AIDS Awareness
- Incident Investigation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lock-Out / Tag-Out
- Machine Guarding
- Office Safety
- Personal Protective Equipment
- Red Flag Rules (Identity Theft Protection)
- Respiratory Protection
- Radiation Safety
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures

### Environmental Awareness

- Advanced HAZWOPER Awareness (8 hours)
- Asbestos Awareness
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- Disaster Preparedness
- Hazmat Spill Prevention & Control
- Hazmat Transportation
- Lead Awareness
- Materials Handling, Storage, Use & Disposal
- Radiation Safety
- Hazard Communication

### Supervisor

Our Supervisor bundle has been designed to supplement our core course catalog and provide training that is relevant to supervisors in organizations of any size.

- Reasonable Suspicion for Supervisors - Alcohol
- Reasonable Suspicion for Supervisors - Drugs
- Sexual Harassment Awareness for Supervisors

# SMART TEAM - PROFESSIONAL DEVELOPMENT

## Certificate Programs

Take training to the next level with a SmartTeam Certificate Program! These exclusive multi-course programs are designed to provide the skills your people need to become leaders in the field.

### Comprehensive Customer Service Program

Teaches the essential tenets of customer service, including how to recognize and address the 4 basic customer needs. Upon completion of the program participants will have learned how to develop effective listening and communication skills to promote superior customer satisfaction.

- Smart Customer Service: 5-Star Phone Skills That Wow Your Customers
- Smart Customer Service: Managing Complaints & Making Things Right
- Smart Customer Service: Turning Opposition into Opportunity
- Smart Listening Skills: Close Your Mouth, Open Your Ears!
- Smart Listening Skills: The Value of Active Listening

### Manager Essentials

Helps every manager master the essentials, including how to motivate and inspire every member of a team to increase productivity, morale, and ultimately the success of your business.

- Smart Management: ABCs for New Supervisors
- Smart Management: The Art & Science of Delegation
- Smart Workplaces: Putting Your People First (Personnel Administration)
- Smart Management: Methods for Motivating Your Team
- Smart Management: Increasing Productivity Through Motivation

### Quality Essentials

Provides an overview on how to build quality awareness, move on to systematic problem solving and conclude with process improvement. Our Quality Essentials Certificate is a must have for all team members and will help all levels of the organization improve quality, whether you are a frontline team member or the CEO.

- Smart Quality: Building Quality Awareness
- Smart Quality: Systematic Problem Solving
- Smart Quality: Process Improvement

## Communication

In today's business world, e-mails, proposals, and reports are important forms of business communication. These interactive online courses educate employees on communication best practices in a professional setting.

### Smart Business Writing

- 4 Stages to Writing Your Best
- Email Do's and Don'ts
- How to Write Powerful & Persuasive Emails
- Short, Sweet and To-the-Point Reports
- Tackling the Technical Proposal
- Writing Effective Emails

# SMART TEAM - PROFESSIONAL DEVELOPMENT

## Computer Skills

Effectively operating Microsoft Office programs (i.e. Word, Excel, PowerPoint, and Outlook) is important in a professional work environment. These courses educate employees on various programs and provide lessons on how to implement new skills.

### Smart Office | Excel

- Excel 2013 Essential Training I
- Excel 2013 Essential Training II
- Excel 2010 Essential Training
- Excel 2010 Essential Training II

### Smart Office | Outlook

- Outlook 2013 Essential Training
- Outlook 2010 Essential Training
- Outlook 2010 Essential Training II

### Smart Office | PowerPoint

- PowerPoint 2013 Essential Training
- Powerpoint 2010 Essential Training
- Powerpoint 2010 Essential Training II

### Smart Office | Word

- Word 2013 Essential Training I
- Word 2013 Essential Training II
- Word 2010 Essential Training
- Word 2010 Essential Training II

## Customer Service

In customer service, employees are representative of a business. That's why it's important for employees to represent to the company professionally. These interactive courses are designed to help employees understand how to provide exceptional customer service.

### Smart Customer Service

- 3-Steps to Successful Customer Interaction
- Courtesies, Attitude, and Ethics
- Effective Verbal and Nonverbal Communication
- Handling Customer Complaints
- Listening for Understanding

## Finance

A detailed budget helps an organization determine its financial position and where it needs to go in the future. TargetSolutions' interactive online courses help organizations establish and maintain a budget that works for you.

- Creating a Budget that Works for You

## Health & Wellness

TargetSolutions' Health & Wellness courses are designed to educate employees on health and wellness. This curriculum contains titles in safety, health, and mental health covering fundamental information to improve lifestyles and performance of employees.

### Smart Safety

- Safe Driving

### Smart Health

- Best Practices to Help You Quit Smoking
- Bloodborne Pathogens
- Child Nutrition - How to Avoid/Prevent Childhood Obesity
- Drinking Responsibly
- Eating Right
- HIPAA Privacy Standards for Everyone
- Managing Your Cholesterol and Blood Pressure
- Physical Fitness - Choosing an Exercise Plan That's Right for You
- Proper Posture and Breathing
- Sleeping - How to Ensure You Are Well-Rested & Energized
- Yoga & Meditation - Finding your Inner Chi

### Smart Mental Health

- Core Values and Finding a Purpose in Life
- Goal Setting and Visualization Techniques
- Happiness is a Choice - Keys to Living a Joyful Life
- Keys to Successful Parenting
- Managing Anger and Emotions
- Mastering Marriage
- Reducing Stress and Anxiety
- Surviving and Thriving After Divorce

# SMART TEAM - PROFESSIONAL DEVELOPMENT

## Leadership

Leadership development is ultimately self-development, and this series of courses will help leaders in your organization meet that daily challenge. This series inspires leaders to create a workplace that rejoices in celebration and encourages the best efforts from everyone.

- Part 1 - What Leaders Do
- Part 2 - Model the Way
- Part 3 - Inspire a Shared Vision
- Part 4 - Challenge the Process
- Part 5 - Enable Others to Act
- Part 6 - Encourage the Heart

## Management

These online courses cover important management topics. TargetSolutions' interactive Management courses are designed to help one gain a general knowledge of various techniques required to interact with co-workers, supervisors, managers, clients, and vendors.

### Smart Management

- Business Essentials
- Coaching for Better Performance
- Data Security
- Discrimination in the Workplace for Managers
- Effective Performance Review Practices
- Equal Employment Opportunity and Diversity for Managers
- Getting the Most out of a Multigenerational Workforce
- Hiring the Right Talent - Customer Service
- Hiring the Right Talent - Sales
- How to Handle Workplace Challenges
- Key Skills for Managing & Coaching Your Team
- Lawful Employee Discipline
- Lawful Hiring Practices
- Lawful Termination Practices
- Managing a Geographically Distributed Workforce
- Methods for Motivating and Mentoring Your Team
- SMART Goals - Setting Effective Targets for Success
- Successfully Transitioning from Team Member to Manager
- The Art & Science of Delegation

### Smart Project Management

- Keys to On-Time, On-Budget Results

### Smart Time Management

- 7 Steps to Regaining Control of Your Day
- The 80/20 Rule for Making Every Minute Count

### Smart Time Workplaces

- Code of Conduct - Ethics Education & Social Media Guidelines
- Designing Safe Workspaces & Preventing Injury
- Optimizing LinkedIn for Sales Prospecting and Business Networking
- Preparing for a Pandemic Flu Outbreak
- Protecting Your Team against Violence at Work
- Putting Your People First - Personnel Administration
- Responsible Social Media for Team Members
- Sexual Harassment Prevention for Field Managers & Supervisors, California AB 1825
- Sexual Harassment Prevention for Office Managers & Supervisors, California AB 1825
- Sexual Harassment Prevention for Team Members
- Sexual Harassment Prevention Overview for Team Members
- Understanding the Family Medical Leave Act (FMLA)
- Webinars - Conducting a Web-based Presentation

### Smart Quality

- Building Quality Awareness
- Process Improvement
- Systematic Problem Solving

# SPANISH

## Employee Training in Spanish

TargetSolutions offers online training courses in Spanish. Courses cover the following categories: Driver Training, Occupational Health & Safety and Human Resources. If you would like more information about TargetSolutions' Spanish library, please contact us today.

### Driver Training

- Accidents & Emergencies
- Adjusting to Changing Conditions
- Aggressive Driving
- Dangers of Speeding
- Defensive Driving Strategies
- Distracted Driving
- Driving Safety
- Expressway and Highway Driving
- Impaired Driving
- Incident Investigation for Supervisors
- Intersection Safety
- Large Vehicle Characteristics
- Incident Investigation for Supervisors
- Safe Backing
- Seat Belt & Airbag Safety
- Securing Materials for Transportation
- Sharing the Road
- Vehicle Inspection and Maintenance
- Vehicle Safety and Security

### Occupational Health & Safety

- Advanced HAZWOPER Awareness (Modules 1-4)
- Asbestos Awareness
- Back Injury Prevention
- Bloodborne Pathogens Safety
- Combustible & Flammable Liquids
- Compressed Gas Safety
- Confined-Space Entry
- CPR Academic
- Diet & Nutrition
- Disaster Preparedness
- Driving Safety
- Electrical Safety
- Eye Safety
- Fall Protection
- Fall Protection
- Fire Extinguisher Safety
- Fire Prevention Safety
- Forklift Safety
- General Construction Safety
- General First Aid

- General Office Ergonomics
- Hand & Power Tool Safety
- Hazmat Spill Prevention & Control
- Hazmat Transportation
- Health & Wellness
- Hearing Conservation
- Indoor Air Quality
- Industrial Ergonomics
- Laboratory Safety
- Ladder & Scaffolding Safety
- Laser Safety
- Lead Awareness
- Lock-Out / Tag-Out
- Machine Guarding
- Materials Handling, Storage, Use, & Disposal
- Office Safety
- Personal Protective Equipment
- Radiation Safety
- Respiratory Protection
- Hazard Communication
- Risk Assessment Analysis
- Slips, Trips, & Falls Prevention
- Trenching & Shoring
- Welding Safety
- Working in Extreme Temperatures
- Workplace Stress
- Workplace Violence

### Human Resources

- Alcohol-Free Workplace
- Drug-Free Workplace
- General Office Ergonomics
- Incident Investigation
- Sexual Harassment
- Workplace Diversity

# WATER & WASTEWATER

## Water & Wastewater Continuing Education

TargetSolutions water and wastewater continuing education courses have been designed to fulfill both the safety and technical recertification requirements for all levels of water industry professionals. Please contact TargetSolutions for more details regarding how our online platform water industry courses meet continuing education requirements for each state.

### Environmental Awareness

- Water Industry Asbestos Awareness
- Water Industry Combustible & Flammable Liquids
- Water Industry Compressed Gas Safety
- Water Industry Confined-Space Entry
- Water Industry Disaster Preparedness
- Water Industry Emergency Response to Terrorism (Modules 1-4)
- Water Industry Laser Safety
- Water Industry Lead Awareness
- Water Industry Hazmat Spill Prevention & Control
- Water Industry Hazmat Transportation
- Water Industry HAZWOPER 8-Hour Refresher (Modules 1-4)
- Water Industry Materials Handling, Storage, Use & Disposal Water Industry
- Radiation Safety
- Water Industry Hazard Communication

### General Safety

- Water Industry Back Injury Prevention
- Water Industry Bloodborne Pathogens Safety
- Water Industry Building Evacuation & Emergencies
- Water Industry CPR Academic
- Water Industry Driving Safety
- Water Industry Eye Safety
- Water Industry Fire Extinguisher Safety
- Water Industry Fire Prevention Safety
- Water Industry General First Aid (Part 1 & 2)
- Water Industry General Office Ergonomics
- Water Industry Low Voltage Electrical Safety
- Water Industry Office Safety
- Water Industry Slips, Trips, & Falls Prevention
- Water Industry Working in Extreme Temperatures

### Occupational Health

- Water Industry Fall Protection
- Water Industry Forklift Safety
- Water Industry General Construction Safety
- Water Industry Hand & Power Tool Safety
- Water Industry Hearing Conservation

- Water Industry Incident Investigation
- Water Industry Indoor Air Quality
- Water Industry Industrial Ergonomics
- Water Industry Laboratory Safety
- Water Industry Ladder & Scaffolding Safety
- Water Industry Lock-Out / Tag-Out
- Water Industry Machine Guarding
- Water Industry Personal Protective Equipment
- Water Industry Respiratory Protection
- Water Industry Risk Assessment Analysis
- Water Industry Trenching & Shoring
- Water Industry Welding Safety

### Technical

- Water Industry Backflow Prevention Methods
- Water Industry Backflow Prevention Methods Overview
- Water Industry Coagulation, Flocculation & Sedimentation
- Water Industry Disinfection Basics
- Water Industry Distribution Service to Customers
- Water Industry Distribution System Materials & Equipment
- Water Industry Effective Meter Reading
- Water Industry Filtration Basics
- Water Industry Hydraulics
- Water Industry Maintenance on Pumps, Motors, and Circuits
- Water Industry Mathematics Applied
- Water Industry Mathematics Basic
- Water Industry Storm Water Pollution Prevention
- Water Industry Water Main Installation

### CA Assembly Bill Courses

- CA AB 54 for Water

COMMITTEES  
CHAIR: TRANSPORTATION  
ACCOUNTABILITY AND  
ADMINISTRATIVE REVIEW  
INSURANCE  
VETERANS AFFAIRS

CHAIR: SELECT COMMITTEE  
ON IMPROVING BAY AREA  
TRANSPORTATION SYSTEMS

WEBSITE

[www.assembly.ca.gov/frazier](http://www.assembly.ca.gov/frazier)

Town of Discovery Bay CSD  
Received

JUN 27 2016

June 22, 2016

# Assembly California Legislature



**JIM FRAZIER**  
ASSEMBLYMEMBER, ELEVENTH DISTRICT

STATE CAPITOL  
P.O. BOX 942849  
SACRAMENTO, CA 94249-0011  
(916) 319-2011  
FAX (916) 319-2111

DISTRICT OFFICES  
1261 TRAVIS BOULEVARD, SUITE 110  
FAIRFIELD, CA 94533  
(707) 399-3011  
FAX (707) 399-3030

150 CITY PARK WAY  
BRENTWOOD, CA 94513  
(925) 513-0411  
FAX (925) 513-3511

Mr. Bill Pease  
President, Board of Directors  
Town of Discovery Bay Community Services District  
1800 Willow Lake Road  
Discovery Bay, CA 94505

Dear Town of Discovery Bay Community Services District Board Members,

It is my honor to congratulate the Town of Discovery Bay Community Services District and its staff for receiving the Special Districts Leadership Foundation's District Transparency Certificate of Excellence.

As your State Assemblymember, I commend your outstanding efforts to promote good governance, public engagement and transparency in district operations. I also applaud your commitment to remain accessible to your constituents and local stakeholders.

Again, I offer my congratulations to the Town of Discovery Bay Community Services District on your current achievement. Please feel free to contact my office at (925) 513-0411 if I may ever be of assistance to you.

Sincerely,

**JIM FRAZIER**  
Assemblymember, 11<sup>th</sup> AD



**From:** Neil McCormick <neilm@csla.net>  
**Sent:** Monday, June 27, 2016 1:17 PM  
**To:** Carol McCool  
**Subject:** Costly SB 885 Pulled from Consideration

If you are on a mobile device or want to view this as a web page, please [click here](#).  
To ensure receipt of our email, [please add 'CSDA@informz.net'](#) to your address book.



CSDA just received news from the Assembly Judiciary Committee that our top priority oppose bill, [Senate Bill 885 \(Wolk\)](#), was pulled from tomorrow's hearing and is not expected to move forward this year. To everyone who attended Special Districts Legislative Days, made a phone call, wrote a letter in opposition, or visited a district office, we are grateful for your grassroots participation in CSDA's opposition effort against this costly legislation.

SB 885 would have required a public agency to defend the actions of design professionals by creating a "reimbursement only" process that would have resulted in the public agency shouldering all of the associated costs upfront. The public agency would have then had to seek reimbursement from the design professional, to the extent the design professional was found negligent, once a settlement was reached or fully litigated and a court or arbitrator rendered a final decision.

SB 885 would have:

- Favored litigation over negotiation – SB 885 actually encouraged new litigation and manufactured unnecessary conflict in public works contract negotiations.
- Forced taxpayers and ratepayers to front the costs to defend the private sector even for claims that allege the negligence, recklessness or willful misconduct on the part of a private business.
- Circumvented market conditions and the freedom to contract, and simply forced taxpayers to insure private entities, even when they are 100 percent liable to the claim.

Every dollar spent on litigation spawned by SB 885 would have been one less dollar to support vital public services and infrastructure (fire, police, schools, libraries, etc.). Infrastructure funding that employs hard-working Californians would have gone towards high-paid attorneys.

On behalf of CSDA, we want to thank you for your opposition to SB 885. Your grassroots action makes all special districts stronger in the State Capitol.

TownOfDiscoveryBay CSD  
Received

JUN 20 2016  
6/16/15

Mary Piepho  
3361 Walnut Blvd., Ste. 140  
Brentwood, CA 94513

Hugh Henderson  
134 Oak St.  
Brentwood, CA 94513

Joseph Losado  
1120 2nd St., Room 101  
Brentwood, CA 94513

Bill Pease  
1800 Willow Lake Rd.  
Discovery Bay, CA 94505

Patricia Hubbard  
134 Oak St.  
Brentwood, CA 94513

This letter is in regard to County parcel 011-220-013 (which is in Discovery Bay between Newport Drive and Bixler Road) and the fire break that has not yet been done on this parcel.

Every year we send you this letter because every year the owner of said parcel is negligent in not completing the required fire break. The houses on Worthing Way and Worthing Court in Discovery Bay back up to this parcel and are at risk if a fire breaks out and no fire break was ever completed. It is a shame that every year the parcel owner does nothing until you people apply the necessary pressure to get the fire break done. It should also be noted that after you get on the owner he/she only mows a path and does not do the required discing. We hope you can do what needs to be done because, again, if a fire breaks out on this parcel we would think there would be some liability issues and, well . . . everyone has been duly notified.

Sincerely,



David and Lisa Harrell  
136 Worthing Ct.  
Discovery Bay, CA 94505